

**Idaho Commission for Libraries
Request for Quotes
LiLI Database Program Evaluation**

Background

Since 1998, the Idaho Commission for Libraries (ICFL) has made available to all Idahoans a variety of online library databases providing access for to full text content to magazine, journal, and newspaper content. Part of the Libraries Linking Idaho (LiLI) Program, the LiLI Databases are funded by the State of Idaho, with training and administrative costs funded through the Library Services and Technology Act.

Project Purpose

The Idaho Commission for Libraries would like to identify the impact of the LiLI Database program on libraries and their end users.

Desired outcomes

- A report identifying
 - Impact of the service on libraries
 - Impact of the service on library users
 - Success factors
 - Implications for the future of the program
 - Recommendations for program sustainability
- An executive summary of the report
- Recommended next steps for ICFL

Deliverables

- Report
- Executive Summary
- Next Steps for ICFL
- Survey data and user comments (library staff and/or end users)

Target Timeline

Final report is needed before October 29, 2010.

Scope of Work

The successful proposer will:

- prepare a design of the process, including
 - Methods for collecting information (e.g. survey, site visits, focus groups, etc.)
 - Number, frequency, and location of any visits with a focus on statewide representation
 - Evaluation questions
- facilitate any evaluation meetings and gather data
- Prepare a final report suitable for distribution to the Idaho library community, legislators, and funding stakeholders

The Commission will support the successful proposer by locating venues for meetings, making suggestions for regional meeting locations, and assisting in the development of questions for evaluation.

Quotation

Include the following in a quotation:

- Proposed methodology and timeline for completion.
- Proposed budget for completion of the project. Budget should include all anticipated expenses (e.g. travel, postage, printing, etc.)
- Summary of consultant and/or staff qualification to carry out the process.
- Contact information for at least four references.

Payment

The Idaho Commission for Libraries intends to award a contract to one agency or firm that will serve as the primary contractor. Federal grant money from the Library Services and Technology Act, administered by the Institute of Museum and Library Services, is funding the project and therefore the successful contractor's final invoice must be submitted to ICFL by September 1, 2010.

Payments to the successful proposer will be made upon receipt of an invoice on the following schedule:

Contractor will invoice ICFL upon:	Percentage of total contract amount:
Agreement of final project timeline and implementation plan	25%
Receipt of draft of report	50%
ICFL acceptance of final report	25%

This Project is being funded with Federal Library Services and Technology Act Grant Funds, administered in Idaho by the State Librarian. The Federal government and the State of Idaho reserve a royalty-free, nonexclusive and irrevocable right to publish, disseminate, or otherwise use all products and materials developed under this Project for their own purposes.

Contact

Please send quotations by June 18, 2010, by mail or email to:

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